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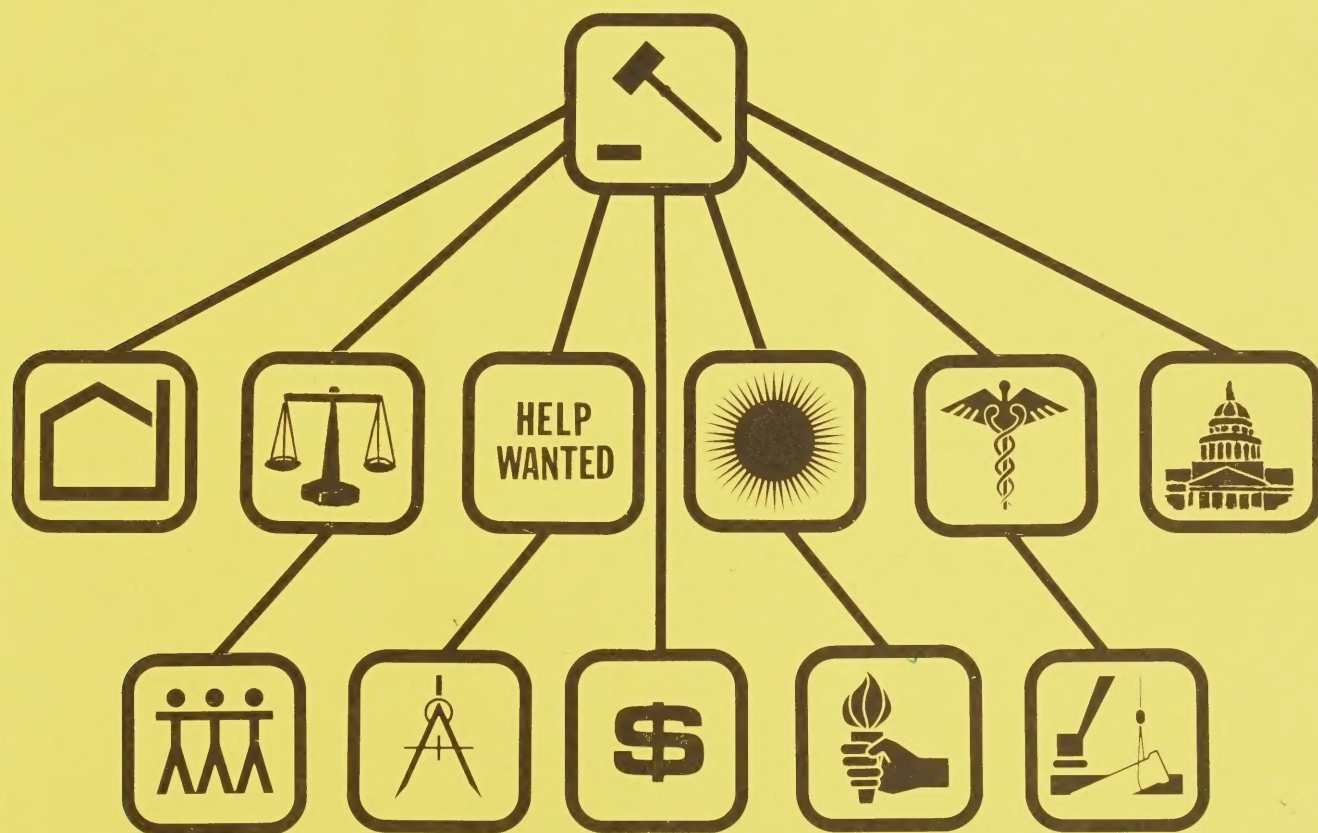
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# LOCAL GOVERNMENT

## An Annotated Bibliography

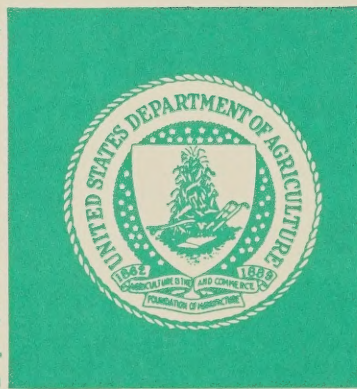


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## PREFACE

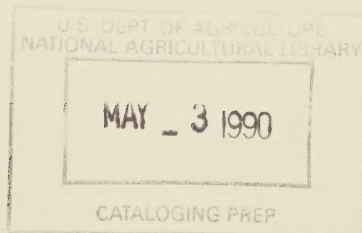
This annotated bibliography was designed to provide Extension personnel with up-to-date information on local government publications. The bibliography contains a wide assortment of reports, pamphlets, leaflets and circulars. It also covers every portion of local government from community development to employment, from labor and management relations to rural development.

For the benefit of all staff members, and interested citizens, each publication is accompanied with an address where that publication can be found and ordered.

Although this is our first publication of local government material, we are hoping it will not be the last. With your assistance and cooperation in sending reports, studies, projects etc. to us on local government, the annotated bibliography can become an annual publication.

Before closing special thanks goes to Jack Timmons, former IPA Local Government, for initiating this bibliography.

Michael Lewis Sowell  
Extension Specialist  
Community and Rural Development



EXCHANGE Rec'd

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## I. Community Development

Barton, Amy. Annual Summary: Community Development Research and Activities.

Institute of Governmental Affairs, University of California, 1976.  
18 pp. Written for use of urbanizing areas in deciding whether to incorporate, and if so, how and in what form. A comprehensive approach.  
Institute of Governmental Affairs  
University of California  
Davis, California 95616

Barton, Amy. Getting into the Act: The New Federalism.  
Institute of Governmental Affairs, The University of California,  
1976. 14 pp.

(Address Same As Above)

Cook, James B. The Developmental Approach Emphasis on Input.  
Department of Regional and Community Affairs, School of Social  
and Community Services, University of Missouri-Columbia. 10 pp.  
An analysis of the developmental and programmatic approach in  
community development.

Department of Regional and Community  
Affairs  
School of Social and Community Services  
University of Missouri-Columbia 65201

Cook, James B. Citizen Participation: A Concepts Battery.  
(Department Same As Above), 1972. 46 pp. A personal assessment  
of citizen participation.

(Address Same As Above)

Cook, James B. Identification of Leadership and Pictures of the Power Structure.

(Department Same as Above), 1976. 14 pp. Paper looks at problems  
in finding the leaders in rural development power structure.

(Address Same As Above)

Daneke, Gregory A. Community Evaluation: Survey Research and Citizen Involvement.

Division of Environmental and Urban Systems, 1977. 33 pp. A report  
addressing the problems that arise from citizen surveys.

Division of Environmental and  
Urban Systems  
Virginia Polytechnic Institute  
and State University  
Blacksburg, Virginia 24061

Daneke, Gregory A. Forecasting Community Conflicts.  
(Publisher Same As Above), 1978. 15 pp. This paper investigates the feasibility of forecasting conflicts to provide strategy for officials.

(Address Same As Above)

Daneke, Gregory A. and Patricia K. Edwards. Survey Research for Public Administrations.

(Publisher Same As Above). 21 pp. Survey can be used as a viable tool for decision makers. This report examines advantages surveys provide for officials.

Dawson, James I. and Grace A. Couth. Helping Lay Leaders Improve Their Community.

Alabama Cooperative Extension, Alabama A&M University. 15 pp. & 144 pp. This set includes both a manual for professional leaders and a manual for lay leaders. Product of a USDA-SEA special needs project.

Alabama Cooperative Extension  
Alabama A&M University  
Normal, Alabama 35762

Doeksen, Gerald A., Jim Smith and Roy D. Hanan. An Economic Analysis of a Community Clinic in Blanchard.

Oklahoma Cooperative Extension Service, Oklahoma State University, 1979. 18 pp. A feasibility report of a plan to provide medical and dental services to local residents.

Oklahoma Cooperative Extension  
Service  
Division of Agriculture  
Oklahoma State University  
Stillwater, Oklahoma 74074

Holtrop, Donald. A Citizen Guide: Changing Things.

Institute for Community Development and Services, Michigan State University, 1973. 19 pp. Report provides the citizen information on how to go about initiating change in the community.

Institute for Community Development  
& Services  
Michigan State University  
East Lansing, Michigan 48824

Kuennen, Daniel S. Sample HUD Single Purpose Small Cities Program: Community Development Block Grant Citizen Participation Plan.

Community Resource Development. University of Delaware, 1977. 8 pp. An outline of the Community Block Grant application, including a sample request form.

Community Resource Development  
University of Delaware  
R.D. 2, Box 48  
Georgetown, Delaware 19947



List, Frederick E. Field Training Guide for Community Development Specialists.

University of Missouri-Columbia, 1979. 11 pp. A comprehensive outline of objectives development specialists should use when assisting local residents.

Department of Regional and  
Community Affairs  
School of Social and Community  
Services  
University of Missouri-Columbia 65201

Meyers, James. Social Planning for Small Cities.

Community Development Research Services, 1976. 12 pp. Written for use of urbanizing areas in deciding whether to incorporate, and if so, how and in what form.

Institute of Governmental Affairs  
University of California  
Davis, California 95616

Meyers, James. Public Marketing: An Alternative Policy Decision-Making Idea for Small Cities.

Community Development Research Services, 1976. 6 pp. A comprehensive outline of objectives development specialists should use when assisting local residents.

(Address Same As Above)

Nelson, James R., Ed Henderson and Errett Kirkbridge. Economic Development in Adair County.

Cooperative Extension Service, Oklahoma State University, 1979. 18 pp. A review highlighting the effects economic development has on rural areas.

Oklahoma Cooperative Extension  
Service  
Division of Agriculture  
Oklahoma State University  
Stillwater, Oklahoma 74074

Norton, Peter H.B. You Can Help Solve Community Development Problems.

Pennsylvania State University, Cooperative Extension Service. A circular listing problems in community areas, and ways of solving them with the help of the Cooperative Extension Service.

The Pennsylvania State University  
Cooperative Extension Service  
University Park, Pennsylvania 16802

Osgood, Mary H., Joan S. Thomas and Kenneth Martin. Citizens and Officials Perceptions of Local Problems: Are They the Same?

Agriculture Economics and Rural Sociology Department, 1977. 17 pp. A survey comparing what officials thought citizens needed and what citizens said they needed; differences and similarities are listed.

Agriculture Economics and  
Rural Sociology Department  
College of Agriculture  
The Pennsylvania State University  
University Park, PA 16802

Pattie, Preston S. Impacts of Urban Growth on Local Government Costs and Revenues.

Special Report 423, Oregon State University, Extension Service, 1974. 37 pp. This report looks at the increasing size of urban areas, and the effects it has on urban budgets.

Cooperative Extension Service  
Oregon State University  
Corvallis, Oregon 97331

Reinheimer, Richard, Horace E. Hudson, Josiah Hoskins, Jr., John W. Smith, Pandy Williams and William D. Harrell. A Guide for Community Development Program Planning with Program Suggestions.

Extension Community and Rural Development, Cooperative Extension Service, 1979. 16 pp. A complete outline of how to increase effectiveness in planning through CRD.

Cooperative Extension Service  
University of Georgia  
College of Agriculture  
Athens, Georgia 30602

Robertson, William E. How to Organize Neighborhoods.

Department of Regional and Community Affairs. 8 pp. Suggests effective ways of organizing a neighborhood associations group.

Department of Regional and Community  
Affairs  
University of Missouri-Columbia 65201

Robertson, William E. Why Your Neighborhood Needs to be Organized.

Department of Regional and Community Affairs  
(Address Same As Above)

Russell, Maria M. Annotated Bibliography Community Resource Development Materials.

Cooperative Extension Service, University of Connecticut, 1979. 64 pp. Oriented toward Connecticut but includes some material from other states.

Cooperative Extension Service  
University of Connecticut  
Storrs, Connecticut 06268



Whinnery, John T. and Paul R. Thomas. Ohio Voters Manual, New Voter Education Approach to Community Development.

The manual takes an informative approach in helping young people, ages 18-24, in understanding the procedures and importance of voting.

Cooperative Extension Service  
Ohio State University  
2120 Fyffe Road  
Columbus, Ohio 43210

A Guide Book for the Planning of Economic Development in Rural Oklahoma Communities.

Cooperative Extension Service, Oklahoma State University, 1978. 150 pp. This book sets guidelines for constructing an effective community development plan.

Oklahoma Cooperative Extension  
Service  
Division of Agriculture  
Oklahoma State University  
Stillwater, Oklahoma 74074

Annual Report for 1977 and 1978, Center for Governmental Technology.

Special Projects, Mississippi Energy Extension Center. A listing of conferences and workshops for municipal employees.

Cooperative Extension Service  
Mississippi State University  
Mississippi State, MS 39762

Community Development...Southern Style.

Published by the Southern Rural Development Center, SDRC Series Publication No. 29, Mississippi State University. A description of Extension community resource development functions, goals and opportunities.

(Address Same As Above)

New Voter Education.

Ohio 1972. A package consisting of leaflets, brochures and handouts giving reasons why young adults should vote. Cooperative Extension Service.

Cooperative Extension Service  
Ohio State University  
2120 Fyffe Road  
Columbus, Ohio 43210

Program Development Guide Planning Phase.

Oklahoma Cooperative Extension Service, Oklahoma State University, 1977. 25 pp. A helpful guide suggesting ways of getting involved in planning procedures.

Cooperative Extension Service  
Oklahoma State University  
Stillwater, Oklahoma 74074

Program Development Guide, Implementing Phase.

Cooperative Extension Service  
Division of Agriculture  
Oklahoma State University  
Stillwater, Oklahoma 74074

Program Development Guide.

(Program Implementation, Program Inputs, Programs Results and Program Evaluation Phase). These guides provide Extension staff a valuable tool in implementing and evaluating programs.  
(Address Same As Above)

## II. Criminal Justice, Public Safety and Crime Prevention

Farris, Edward A., Walton Bagley and John Robey. A New Vista for Sheriffs--New Mexico, A Manual for Sheriffs in New Mexico.

Cooperative Extension Service, New Mexico State University, 1978. 235 pp. A guide book of methods which could assist sheriffs in executing their duties.

Cooperative Extension Service  
New Mexico State University  
Las Cruces, New Mexico 88003

Schmidt, Joseph F. and Gerald A. Doeksen. Economics of Alternative Law Enforcement Delivery Systems in Rural Areas of the Great Plains.

Economics, Statistics and Cooperative Service, USDA, 1978. 81 pp. Report provides information on alternative methods of providing police service.

Cooperative Extension Service  
Oklahoma State University  
Stillwater, Oklahoma 74074

Security Steps for Rural Residents.

Institute of Public Safety, College of Public and Community Services, University of Missouri Extension Division, University of Missouri-Columbia. Step-by-step listing of ways to protect oneself in rural areas.

Cooperative Extension Service  
University of Missouri  
Columbia, Missouri 65201

### III. Employment

Squires, Gregory D. Affirmative Action: A Guide for the Perplexed.  
Institute for Community Development, Continuing Education Service,  
Michigan State University., 1977. 204 pp. A handy guide tracing  
the developments of Affirmative Action with listings of EOE  
agencies and acts.

Cooperative Extension Service  
Michigan State University  
East Lansing, Michigan 48824

Squires, Gregory D. Equal Employment Opportunity and Open Housing:  
A Guide for Local Human Relations Commissions.  
Institute for Community Development and Services, Michigan State  
University. Document looks at equal employment and housing, and  
proposes ways of dealing with these issues.

(Address Same As Above)

Squires, Gregory D. Inequality and Public Policy: The Ethics of  
Affirmative Action, Proceedings of a Conference.

Report contains a series of papers discussing both the pros and  
cons of affirmative action.

(Address Same As Above)



#### IV. Environment and Energy

Anderson, Raymond and Robert Milton. Trends in Price and Delivery of Water by Municipal and Rural Domestic Water Systems.

Northern Front Range Region of Colorado, Department of Economics, Colorado State University and Natural Resource Economic Division, 1979. 30 pp. A study on growth of domestic use of water in rural areas.

Department of Economics  
Colorado State University  
Fort Collins, Colorado 80523

Kuennen, Daniel S. Sample Environmental Assessment Process: HUD CD Block Program.

Community Resource Development, University of Delaware, 1977. 8 pp. Report contains copies of applications for environmental assessment, site suitability, analysis and environmental review procedures.

Community Resource Development  
University of Delaware  
R.D. 2 Box 48  
Georgetown, Delaware 19947

MacCarnel, Dean and James Meyers. Planning for Tourism.  
Institute of Governmental Affairs, University of California, 1976. 8 pp. Written for use of urbanizing areas.

Institute of Governmental Affairs  
University of California  
Davis, California 95616

Norton, Peter H.B. and William E. Sharpe. Planning: An Approach to Water Quality Management for Local Government Officials.

Pennsylvania State University, College of Agriculture, Extension Service, 1977. 5 pp. As water becomes one of our most prized resources, this study focuses on ways of maintaining better water quality management.

Pennsylvania State University  
Cooperative Extension Service  
University Park, PA 16802

V. Health and Education

Goodwin, H.D., James R. Nelson, Ed Henderson and Phillip E. Nowlin. An Economic Analysis of Solid Waste Land Fill Operations in Sequoyah County Oklahoma.

Cooperative Extension Service, Oklahoma State University, 1979. 27 pp. A summary estimating capital and operational costs of a land fill system.

Cooperative Extension Service  
Oklahoma State University  
Stillwater, Oklahoma 74074

May, Alan, Gerald A. Doeksen and Bernal L. Green. Utilization of Health Services in the Great Plains.

Economics, Statistics and Cooperative Services, USDA, Agriculture Information Bulletin No. 414, 1978. 31 pp. A guide to help decision-makers estimate local needs for specific health services.

(Address Same As Above)

Sargent, Charles. Emergency Medical Services in Indiana: A Summary and Evaluation.

Department of Agricultural Economics, Agriculture Experiment Station, Station Bulletin No. 216, 1979. 50 pp. A complete analysis of the emergency system in Indiana after higher qualifications standards were set for emergency personnel.

Department of Agricultural Economics  
Agriculture Experiment Station  
Purdue University  
West Lafayette, Indiana 47907

An Economic Analysis of Emergency Medical Services for Grant County.  
Oklahoma Cooperative Extension Service, Oklahoma State University. Study aids officials in making decisions on providing an emergency medical service to county residents.

Cooperative Extension Service  
Oklahoma State University  
Stillwater, Oklahoma 74074

VI. Government Organization and Management

Ballard, John. Encouraging Compliance with County Budgets.  
University of Missouri. 9 pp. A brief investigation describing  
duties of a politician acting as a budgeter.  
Cooperative Extension Service  
University of Missouri  
Columbia, Missouri 65201

Bohr, Lewis, Bill Obuch, Charlie A. Burns and Nate Roisman. Handbook for  
County Excise - Equalization Boards.  
Cooperative Extension Service, Oklahoma State University, 1979. 74 pp.  
A report describing the functions of the County Excise Board and how  
they operate within the constraints of the law.  
Cooperative Extension Service  
Oklahoma State University  
Stillwater, Oklahoma 74074

Bost, W. M. Public Administration Series, "Grants for Local Government"  
and Management, A Guide for Small Local Government."  
Council/Board Proceedings, Cooperative Extension Service, 1973. 8 pp.  
Series views local government, management, grants and proceedings.  
Cooperative Extension Service  
Mississippi State University  
Mississippi State, MS 39762

Castigliano, Sue Thorpe. A Handbook for Missouri Non-Profit Organizations.  
In conjunction with Drury College and University of Missouri-Extension  
Division, 1976. 57 pp. An outline on how to conduct organizational  
meetings.  
Cooperative Extension Service  
University of Missouri  
Columbia, Missouri 65201

Creek, James and James Grieshop. Pocket Reference to New Mexico County  
Government.  
Cooperative Extension Service, New Mexico State University. A guide  
explaining the role and function of county government.  
Cooperative Extension Service  
New Mexico State University  
Box 3AE, Ag Building  
Las Cruces, New Mexico 88003

Dohm, Richard R. Governmental Affairs Newsletters.  
University of Missouri-Columbia. Circulars focusing on every aspect  
of local government.  
Cooperative Extension Service  
University of Missouri  
Columbia, Missouri 65201

Dohm, Richard R. Summary of Results of Accelerated Summer Seminar in Local Government and Public Administration for Extension Field Staff and Administrators.

University of Missouri-Columbia, 1972. 13 pp. A report on a new program designed to help field staff improve job skills.

(Address Same As Above)

Donahue, Dan, Don Levitan and George McDowell. The Federal Granting System: A Guide for Local Government in Massachusetts.

Cooperative Extension Service, University of Massachusetts, 1978. 56 pp. Provides a description of steps to go through when applying for a grant.

Cooperative Extension Service  
University of Massachusetts  
Amherst, Massachusetts 01002

Dorow, Norbert A. County Manager Government, Short Form of County Manager-ship, Manager Appointed.

Cooperative Extension Service, North Dakota State University, 1976. 7 pp. Report consists of an overview of the management system of counties in North Dakota.

Cooperative Extension Service  
North Dakota State University  
Fargo, North Dakota 58102

Dorow, Norbert A. North Central States, Survey Report on Extension Work on Improving Local Government.

(Same address as above), 1977. 20 pp. A survey sent to representatives compiling ideas on improving local government.

(Address Same As Above)

Farler, Carl. Implementing Amendment 55, A Description of Arkansas Home Rule Legislators.

Cooperative Extension Service, MP 151. 4 pp. A series of reports dealing with community-based problems.

Cooperative Extension Service  
University of Arkansas  
P.O. Box 391  
Little Rock, Arkansas 72203

Ferrise, Anthony. Summary Actions of the 63rd Session of the West Virginia Legislature 1978.

Planning and Development, Cooperative Extension Service, West Virginia State University, 1978. 21 pp. The bills passed and defeated by West Virginia legislature are listed in this report.

Cooperative Extension Service  
West Virginia State University  
Morgantown, West Virginia 26506



Frank, William W. and Robert Hayes. Local Government Program.  
Cornell University, Training Needs Survey, New York State School  
of Industrial and Labor Relations, 1972. 69 pp. Study generally  
focused on what type of training local officials needed to become  
more effective at their jobs.

Cooperative Extension Service  
West Virginia State University  
Morgantown, West Virginia 26506

Giegold, William C., Donald P. Lacy and J. Paxton Marshall. Proceedings  
of the 1976 Conference for Newly Elected County Supervisors.

Cooperative Extension Service, Publication 728, Virginia Polytechnic  
Institute and State University, 1976. 95 pp. The 13 papers presented  
at this conference provided an overview of the various jobs roles  
of newly elected officials.

Cooperative Extension Service  
Virginia Polytechnic and State  
University  
Blacksburg, Virginia 24061

Ginder, Helen T. University of Missouri-Columbia, Governmental Affairs  
Program, Department of Political Science, School of Business and Public  
Administration in Cooperation with University Extension Division.

Governmental Affairs, University of Missouri. 6 pp. A complete  
guide for public administrators containing information on annual  
reporting.

Cooperative Extension Service  
University of Missouri  
718 Clark Hall  
Columbia, Missouri 65201

Granger, Larry R. and Kathy H. Drazer. Minnesota Local Government Training  
Courses for Elected Officials, Employees and Citizen Advisors.

Administered by the Minnesota Counties Research Foundation, 1976. 104  
pp. Pamphlet lists courses that are designed to assist newly elected  
officials in local government procedures.

The Minnesota Counties Research  
Foundation  
55 Sherburne Avenue  
Room 203  
St. Paul, Minnesota 55103

Grieshop, James I. The New Mexico County Commission, A Reference Book  
for the Elected and Electorate.

Cooperative Extension Service, New Mexico State University, 1975.  
196 pp. This manual explores the job of a county commissioner, role,  
duties and responsibilities to the public.

Cooperative Extension Service  
New Mexico State University  
Box 3AE, Ag Building  
Las Cruces, New Mexico 88003

Hiser, Michael L. Local Government Program Cornell University, Survey Training Needs of Local Governing Board Members in New York.

New York State Colleges of Agriculture and Life Sciences and School Of industrial and Labor Relations, 1972. 37 pp. Document consists of a questionnaire distributed to 2,160 local officials surveying their response to training needs of local governing bodies.

Local Government Programs  
200 ILR Extension Building  
Cornell University  
Ithaca, NY 14853

Hopkins, Oscar Jr. and Jack B. Washburn. Alternatives for Urban Government in Small Communities.

Cooperative Extension Service, Purdue University. 46 pp. Paper takes an in-depth look at local government structure, and also provides alternatives for reaching community objectives.

Cooperative Extension Service  
Purdue University  
Kramert Building  
W. Lafayette, Indiana 47907

Hoskins, Josiah, Claude-Leonard Davis and Lew Wright. Local Government in Action: Manual for Program Participants and Interested Adults.

Cooperative Extension Service, University of Georgia, 1977. 21 pp.  
A training program for high school seniors.

Cooperative Extension Service  
University of Georgia  
Athens, Georgia 30602

Kuennen, Daniel S. Is There a Federal Role in Local Government Productivity?

Rural Development Resources for Kent and Sussex, Vol. 8, No. 3, 1979. 4 pp. A circular analyzing the interest Federal government takes in State and local productivity.

Cooperative Extension Service  
University of Delaware  
Newark, Delaware 19711

Robey, John S. The County Clerk, A Case Study of the State of New Mexico.

Cooperative Extension Service, New Mexico State University, 1978. 135 pp. This study describes the various jobs a county clerk has to perform, and his powers in the county system.

Cooperative Extension Service  
New Mexico State University  
Box 3AE, Agriculture Building  
Las Cruces, New Mexico 88003

Sellers, Robert and Lewis Bender. University Public Service Outreach to State and Local Government: Indicators of Commitment and Capability.

Institute of Government, University of Georgia - Athens, State and Local Government Review, 1979. 4 pp. An overview of University outreach programs, beginning with history and purpose.

Institute of Government  
University of Georgia - Athens  
Athens, Georgia 30602

Ven Buns, Kenneth and Al House. County Government at Work.

Report No. 53, Center for Rural Manpower and Public Affairs, Michigan State University, 1978. 51 pp. Material used for county government workshop for new county commissioners.

Rural Manpower and Public Affairs  
Michigan State University  
East Lansing, Michigan 48824

Big Lakes Regional Council 1978 Annual Report.

Extension Community Resource Development, 1978. 25 pp. A report displaying accomplishments of the Big Lakes Regional Council.

Extension Community Resource  
Development  
Umberger Hall  
Manhattan, Kansas 66506

Cornell Local Government Program Training: Training Programs and Education and Materials for Local Government Officials.

Sponsored by Extension Division, of New York State School of Industrial and Labor Relations and Cooperative Extension Service of New York State Colleges of Agriculture and Life Sciences and Human Ecology. A Circular designed to direct local officials and employees to various types of service available. ILR Extension Building, Cornell University, Ithaca New York 14853.

ILR Extension Building  
Cornell University  
Ithaca, New York 14853

Executive Summary - A Summary of "Regional Policy Management: The Task Ahead."

A report prepared for the Western Governors by the Governors' Task Force on Regional Policy Management, 1976. 14 pp. A comprehensive report on multi-state organization.

Oregon State University  
315 Extension Hall  
Corvallis, Oregon 97331

Extension Homemakers Leaders Guide for Educational Programs on County Government Units I - IV.

Unit I - Who are your County Officials? Charlie Burns, Rural Development Program Specialist, Oklahoma State University, Stillwater, Oklahoma.

Unit II - Financing County Government. Charlie Burns. (Same Address As Above).

Unit III - Law Enforcement and Functions of the Court. Harold Liles, Jim Smith and Max Minor, Oklahoma State University, Extension, Tulsa, Oklahoma.

Unit IV - Elections and Voting. C. Edward Henderson, Rural Development, Northeast District, Muskogee, Oklahoma. Educational guides improving awareness of services to the community.

Oklahoma State University  
139 Agricultural Hall  
Stillwater, Oklahoma 74074

Fundamentals of County Government.

An Oklahoma 4-H Social Series Teachers Guide. 105 pp. Cooperative Extension Service. A program which enables high school youth to examine their county government.

(Address Same As Above)

The Governmental Immunity Bill.

House Bill No. 1650. Bill acts upon two exceptions; in which liability for negligent acts and omissions will be imposed upon all levels of government.

"Local Government Hilites."

A newsletter, Cooperative Extension Service, University of Alaska - Fairbanks and U.S. Department of Agriculture. Vol. 6, No. 12, 1978. 10 pp. Newsletter includes an outline of the Legislative Process in Alaska.

Cooperative Extension Service  
University of Alaska  
Box 95151  
Fairbanks, Alaska 99701

Local Government (Personnel) Training Plan.

Report of the Arlington County Training Task Force, 1977. 22 pp. The purpose of this document is to provide a plan to train managerial personnel and improve employee performance.



"New Judicial Article Requirements."

(479. 010 - 479. 270, R SMO., HB 1634), 1978. 7 pp. Cooperative Extension Service, University of Missouri, Lincoln University. Article examines the case of keeping a municipal court in its community. University Extension Service, 102 W. 9th Street, P.O. Box 725, Rolla, Missouri 65401.

University Extension Service  
102 W. 9th Street, P.O. Box 725  
Rolla, Missouri 64501

Shibboleths Series - Pamphlets dealing with Perspectives on Local Government.

Guide for Discussion Leaders, Guide for Organizing Self-Administered Discussion Groups. Cornell University, Ithaca, New York 14853.

Cooperative Extension Service  
Cornell University  
Ithaca, New York 14853

Some Notes of Interest to New Hampshire Land Owners in Regard to Trespass by Man and Beast, Removal of Buried Bodies, Biting Dogs and other Misdeeds, 1976. 14 pp. A summary of laws and regulations that affect farmers and landowners in New Hampshire.

Cooperative Extension Service  
University of New Hampshire  
Durham, New Hampshire 03824

Transition to Second Class Can Mean Better Government for Boone County.

Boone County Governmental Study Association assisted by Missouri Public Expenditure Survey, 1968. 9 pp. This report describes some of the new issues facing Boone County as it moves from third to second class status.

Cooperative Extension Service  
University of New Hampshire  
718 Clark Hall  
Columbia, Missouri 65201

VII. Labor and Management Relations

Weeks, Silas B. Manual of Town Offices, Selections, Functions and Duties References.

Cooperative Extension Service, University of New Hampshire, Extension Publication No. 22, 1975. 37 pp. Booklet provides facts about the duties, powers and responsibilities of New Hampshire town officials.

Cooperative Extension Service  
University of New Hampshire  
Durham, New Hampshire 03824

Zapke, Robert. Personnel Manual Handbook for Smaller Municipalities. University of Delaware, 1978. 107 pp. Simplified version of municipal employees positions, job descriptions, ordinances, salary, etc.

Rural Development Research  
& Extension  
University of Delaware  
RD 2, Box 48  
Georgetown, Delaware 19947

High School Interns in the County Legislature, How it Worked in Cortland County. A 4-H Community Development Project. Department of Human Development and Family Studies. A pamphlet describing the significance of internships in local government.

New York State College, Human Ecology  
Martha Van Rensselaer Hall  
Cornell University  
Ithaca, New York 14853

# VIII. Planning and Land Use

Cook, James B. Everyone has a Stake in Community Planning.  
Department of Regional and Community Affairs, University of Missouri -  
Columbia, 11 pp. Explains how community planning affects citizens,  
and gives reasons why citizens should get involved.  
Department of Regional and  
Community Affairs  
School of Social and Community Services  
University of Missouri - Columbia 65201

Ferrise, Anthony and Dale Colyer. Land Use - An Approach to Public  
Education in West Virginia.  
14 pp. This paper also looks at land use development in West  
Virginia and some of the problems facing it.  
Cooperative Extension Service  
West Virginia University  
Morgantown, West Virginia 26506

Sargent, Robert I. Management Audit: General Services Office. Latah  
County, Idaho.  
Cooperative Extension Service, Idaho State University. A case study  
and recommendation in county management.  
Cooperative Extension Service  
Idaho State University  
Moscow, Idaho 83843

Sokolow, Alan D., Priscilla Handford and Joan Hogan. Choices for the  
Unincorporated Community: A Guide to Local Government Alternatives  
in California.  
Institutes of Governmental Affairs, University of California, 1978.  
143 pp. Written for use of urbanizing areas in deciding whether to  
incorporate, and if so, how and in what form.  
Institutes of Governmental Affairs  
University of California-Davis  
Davis, California 95616

Stuart, Robert C. Techniques for Strategic Planning.  
Center for Urban and Regional Studies, Division of Environmental  
and Urban Systems, College of Architecture and Urban Studies,  
VPI and State University. 189 pp. This series of policy program  
analysis and evaluation focuses on areas of community planning,  
strategies and goals and how to induce citizen participation.  
Cooperative Extension Service  
Virginia Polytechnic Institute  
& State University  
Blacksburg, Virginia 24061

Watkins, Dennis, Julia Watkins, Betty Brown and Sheila Bissionette.  
Community Services Planning and the Small Municipalities.

Bulletin 726, Life Sciences and Agriculture Experiment Station, University of Maine. A report that looks at ways of improving quality of life in rural areas.

University of Maine  
100 Winslow Hall  
Orono, Maine 04473

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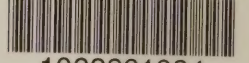
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